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Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090007R0c Mgt  
SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR JUNE 1963

1-4-3

TITLE OF ASSIGNMENT

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STATUS AND RESULTS

25X1

I. Vital Records

1. Approved revision in Deposit Schedule for Benefits and Services Division Office of Personnel.
2. Attended meeting of the DDI Vital Records Committee.
3. Returned revised Vital Records Deposit Schedule to FDD for lack of definitive retention periods.
4. Presented Vital Records Workshop to Government-wide Records Management Seminar sponsored by NARS.
5. Approved Deposit Schedule for Special Operations Division, DDP.

25X1

II. Records Disposition

1. Prepared memoranda to all Agency Records Officers requesting annual inventory of records and filing equipment.
2. Received and approved revision of Records Control Schedule for Real Estate and Construction Division, OL.

25X1

III. Forms Management

1. Approved revision of RCS for OP permitting destruction of certain applicant files and return of certain official personnel folders to the Federal Records Center, St. Louis.
1. Completed 6 new and 4 revised forms.
2. Prepared new Cable Log Record form for Cable Secretariat to provide better control of cable routing.
3. Approved 2 new forms for OTR.
4. Approved proofs for forms 570 and 1173.
5. Attended meeting of Forms Management Council at NARS.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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STATUS AND RESULTS

25X1 III. Forms Management  
(Continued)



6. Approved new form, 2037, for use overseas in connection with Parents Insurance Program.

7. Approved two new forms for use by DDP for the "Walnut" system.

8. Cooperated with Depot Stock Control Branch, OL in destroying approximately two million copies of obsolete forms. Savings of at least 100 cu. ft. of warehouse storage space resulted.

1. Completed 12 new and 17 revised forms.

2. Designed new form for Office of Security-, Area Assignment Preference-; this eliminated a bootleg form and new design permits inclusion of data on one side instead of two.

3. Revised Request For Information form for FDD.

4. Redesigned Case Assignment Memo form for Office of Security to permit analyst to check the data needed and send the form directly to the field; this eliminated the typing of 52,200 individual memorandums per year.

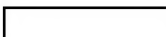
5. Revised two forms for Comptrollers Office.

6. Prepared draft of a combined courier and document receipt form; also flow chart procedures for its use.

7. Destroyed 3 cu. ft. of records and retired 1 cu. ft. of records to the center.

8. Reactivated Allotment Control Ledger for use by DDP.

9. Reactivated Request for Authorization for Overtime & Holiday Work for use by OL; this eliminates memorandums now used.



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III. Forms Management  
(Continued)

IV. Records Mgt. Survey, DDR

V. File Equipment & Supplies



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10. Attended EDP Seminar sponsored by Addressograph-Multigraph Corp. on output printing and data reproduction. HEW has a project "Medlars" for storage of and retrieval of medical literature by this system

1. Waiting for return of drafts of Records Control Schedules.

1. Arranged for 21 agency records officers to inspect excess filing equipment and supplies at [redacted]

[redacted] A substantial volume of equipment was selected for further use rather than declaring it surplus. A separate report will be submitted later.

2. Approved requisition from Office of Personnel for 9 motorized Electra Card files to be used for housing the Service Record Files. These will replace 38 Kardex Units and save about 35% in space and provide quicker reference service.

3. Assisted NPIC in locating a Kardex Cabinet from excess supply; saving about \$200.00.

4. Arranged for two transfers of shelf filing equipment between Agency Records Officers.

1. Approved request for secure area in Headquarters building for FID/DDP; this will provide more file space by using shelving to replace 19 safes.

2. Approved request for secure area in Brody Hill Bldg. from OFH; this is a replacement of an existing secure area in headquarters building.

3. Approved purchase of shelf filing for TSD, DDP.

4. Approved request from OL to purchase four motorized shelf file units for use in depot stock control.

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- VI. Survey of Procedures, Policies and Staffing Requirements of the Executive Registry
- VII. Correspondence Management
- VIII. Operation of Archives and Records Center
- IX. Miscellaneous



1. Submitted Survey to Assistant to the Director, [redacted], on 14 June. Report included six recommendations.

1. Completed first draft of correspondence Handbook.
2. Informally coordinated new Handbook with Miss [redacted]. Their comments and suggestions have been very favorable and helpful.
3. [redacted] (Executive Director's Office) is now reviewing a draft copy.

1. Received 1643 cu. ft. and eliminated by transfer or destruction 1615 cu. ft. Total records holdings at end of fiscal year 80,847, a net gain of only 2,801 cu. ft. for the fiscal year as contrasted to 7,980 cu. ft. for the previous fiscal year.
2. Furnished 59,565 references to Agency offices, an increase of 83% over the previous month.
1. Mr. Shurman, Records Officer for AID requested our assistance in connection with establishing a special filing system for publications in their agency. Arrangements made for them to see the OCR system.
2. I attended the Second Federal Records Officers Conference 17-20 June at the Washingtonian Motel Gathersburg, Md. The conference was attended by about 30 officials from the major departments and agencies. A separate report will be made on the conference later.

3.

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IX. Miscellaneous  
(Continued)

4. [redacted] the new [redacted] for OGC visited the staff and was given a preliminary briefing.
5. The Chief, Div. of RM Dept of of State, Mr. Donald J. Simon briefed agency ROs on their new File Classification System.

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[redacted]  
Chief, Records Management Staff

Date

Distribution:

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- Orig - to [redacted], DDS
- 1 - Circulate to RMS personnel [redacted]
- 1 - Extra copy - loaned to [redacted] (7/10/63)
- 1 - RAO Copy (Rec Mgt 1-4-3,) ~~xxxx~~

7/9/63

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Remarks:

Bob:

Attached is our Report for June. I, particularly want to point out the data pertinent to operation of the Records Center, namely, that during the FY ending June 30, Net Receipts amounted to 2801 cu. ft. as contrasted to 7980 cu. ft. for the prior fiscal year. This can be attributed primarily to a change in policy whereby we do not accept records at the Center unless they have a definitive retention period, and the return to DDP of a substantial volume of their records which were too active to be kept in the Records Center.

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